



SHORT TENDER NOTICE

For

**Event Management of Convocation
at
IIIT RK Valley Campus of RGUKT-AP**

**Rajiv Gandhi University of Knowledge Technologies
Andhra Pradesh**

Proprietary & Confidential



Rajiv Gandhi University of Knowledge Technologies - AP

Kunchanapalli (V), Tadepalli (M), Guntur (Dist.),

A.P – 522501.

Proprietary & Confidential

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News paper advertisement

E-Procurement Short Tender Notice



Rajiv Gandhi University of Knowledge Technologies

Andhra Pradesh

Kunchanapalli, Guntur District, Andhra Pradesh-522501

Ref. No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2018/02

Dated: 07.07.2018

E-Procurement Short Tender Notice

E-Tenders are hereby invited for selection of an Event Management Firm for preparation venue for 4th Convocation at the premises of IIIT RK Valley located at Idupulapaya (V), Vempalli (M), Kadapa District, AP.

Interested bidders can download and submit the bids online from 07.07.2018 to 17.07.2018 up to 5:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: www.rgukt.in, or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal).

Date: 07.07.2018

Sd/-

Coordinator Academic Administration (i/c)

Time schedule of Tender related events

Bid calling date	07.07.2018
Bid Documents Downloading Start date	07.07.2018 from 10:00AM
Bid Document Downloading End Date	17.07.2018 till 04:00PM
Last date for uploading documents online	17.07.2018 at 05:00 PM
Last date for Submission of documents (hard copies)	18.07.2018 at 05:00 PM.
Technical Bid opening date/time	19.07.2018 at 11:00 AM.
Price Bid opening date/time	19.07.2018 at 01.00 PM
Contact person	Coordinator Academic Administration, RGUKT-AP

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

Sd/-

Coordinator Academic Administration,
RGUKT-AP

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on procurement@rgukt.in on or before 11.07.2018. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. www.rgukt.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

SECTION - I

INVITATION FOR BIDS

Ref. No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2018/02

Dated: 07.07.2018

Subject: Tender for Event Management of Convocation at the premises of IIIT RK Valley, RGUKT-AP, YSR Kadapa District – Reg

1. IIIT RK Valley is celebrating its 4th convocation on 4th August 2018 (tentative schedule). About 300 degree holders, 300 parents, 400 guests, 500 employees (teaching and non-teaching) and 4500 resident students totaling 6000 members will become part of the event. Offers are invited from reputed firms/event management agencies/companies etc. for venue preparation in the premises of IIIT, Rajiv Knowledge valley of RGUKT-AP on the occasion of 4th Convocation Day.
2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 1,500/- and Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft issued in favour of “The Registrar, RGUKT-AP” , drawn on any scheduled bank payable at Tadepalli and other requisite technical bid documents to the undersigned duly superscripted “Bid for TENDER NO: Ref.No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2018/02” before 17:00 hrs on 18th July, 2018. The technical bid documents received after this deadline shall not be entertained under any circumstances whatsoever.
3. The technical bid documents envelopes are to be sent through registered/speed post addressed to The Registrar (i/c), RGUKT-AP, V.R Mansions, Kunchanapalli ,Guntur District – 522501. Bids sent by COURIER will not be entertained.
4. Price Bids will be opened on 19.07.2018 at 01:00 PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Coordinator Academic Administration (i/c) through the website www.rgukt.in
6. Coordinator Academic Administration (i/c), RGUKT-AP, reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Coordinator Academic Administration (i/c), RGUKT-AP in this regard shall be final.

Sd/-
Coordinator Academic Administration (i/c),
RGUKT-AP

Eligibility Criteria for Qualifying in Technical Bid

The agency should meet the minimum eligibility criteria:

1. A minimum experience of three years in the field. Valid documents in support of experience must be attached.
2. Agency should have valid GST registration.
3. Copy of PAN Card.
4. Income tax return acknowledgement of 3 years is required.
5. Firm should have minimum cumulative turnover of Three crores (3 Crores) for the past three consecutive financial years and must have minimum of one crore and above turnover in the previous financial year i.e. 2017 – 18 and should produce the supporting documents such as Copy of Income Tax returns filed, Acknowledgements and audited financial statements for the years 2015 – 16 and 2016 – 17. In case of 2017 – 18, audited financial statements and form 26 AS.
6. The offer must be supported by tender fee of Rs. 1,500/- and EMD of Rs. 50,000/- in the form of demand draft in favor of “The Registrar, RGUKT –AP ” drawn on any scheduled bank, payable at Tadepalli.
7. Affidavit duly certified by the notary at the location of the Agencies/Headquarters or at Vempalli that the bidders has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending as per format enclosed.

Proposed work & Tentative Specification/Condition

Details of tentative specification/condition are as per **Annexure 2**.

Evaluation Criteria

1. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Price bid of only shortlisted (technical bid) bidders will be opened.
3. Selection will be based on lowest total of price bid.
Note: Price bid should be exclusive of taxes.
4. In case of tie, among two or more bidders then the bidder with highest turnover will be awarded the contract.

General Instructions to Bidders

1. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and Tender fee. The financial bid should contain only commercial. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder's authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.**
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Registrar ,RGUKT-AP will not be considered at all.
6. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, after completion of event. The EMD submitted by successful bidder shall be returned back after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
7. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RGUKT will stand automatically extended up to 16.00 hours of the next working day in the Government offices.
8. Late/delayed tenders received in RGUKT due to any reason whatsoever will not be accepted under any circumstances.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT (www.rgukt.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the Technical and Price bids at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

11. **BID PRICES:**
- a) The bidder shall give the total composite price exclusive of GST as per price schedule given in Annexure-3. The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser.
 - b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.
12. **Submission of Technicl Bids:** The documents that are uploaded online on eprocurement place will only be considered for bid evaluation. After uploading the document copies of the uploaded technical bid documents along original demand drafts in respect of EMD and Bid document fee have to be submitted by the bidder to address given below by 5 PM, 18.07.2018:
- Address:
- The Registrar (i/c),
 - RGUKT-AP, V.R Mansions,
 - Kunchanapalli, Tadepalli,
 - Guntur District– 522501.
13. The institute will not be responsible regarding non visibility of the scanned and uploaded documents and the same shall stand liable for rejection.
14. RGUKT-AP shall not be responsible on account of postal delay.
15. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/fabricated /bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security (EMD) will be forfeited.
16. **Financial Bid: The Financial Bid should be submitted through eprocurement platform only (Annexure-3& Annexure-A).**

Terms & Conditions of Tender

- 1) **Language:** The language of the Tender shall be in English.
- 2) Late/delayed tenders received in RGUKT due to any reason whatsoever will not be accepted under any circumstances.
- 3) **Documents to Accompany Tender:**The Bidder shall submit the Documents mentioned in the Eligibility Criteria of the Tender along with Technical bid.
- 4) **Return of Earnest Money :-**
 - a. After the completion of event, the deposited Earnest Money will be returned back to the unsuccessful bidders.
 - b. On receipt of Security Deposit by the successful bidder, the deposited Earnest Money will be returned back to the successful Bidder.
- 5) **Deposition of Security Money:-** The Successful bidder must deposit the requisite amount of Security Money (5% of the tender value) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft payable at Tadepalli duly pledged in favour of The Registrar , RGUKT-AP.
- 6) **Forfeiture of Security Money :-**
 - a. In the event of failure to supply or maintain the goods/articles/perform services as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 7) **Refund of Security Deposit** - After successful completion of entire supply and period of service, Security Deposit will be refunded within one month.
- 8) The quantity mentioned in the price bid (Annexure-3) is minimum guaranteed quantity for which institute is inviting offer. However, number of guests may increase at the time of convocation; it is the responsibility of the bidder to arrange seating to all the members present at the time of convocation.
- 9) On Consumption of extra quantity, payment will be made on verification of actual quantity supplied by the representative appointed by the institute for this purpose.
- 10) **Payment:** 100% Payment will be made by accounts department within reasonable time i.e. 15 days form the date of the function after performance of job as per Annexure 2 against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order
- 11) **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of RGUKT-AP with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Coordinator Academic Administration (i/c), RGUKT-AP whose decision will be final and binding upon the contractor.
- 12) Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.

- 13) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
- 14) The RGUKT-AP reserves all rights to accept or reject any Tender without showing any reason.
- 15) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in RGUKT-AP or in any other Institute run by the state or central government., will not be considered even his being the lowest rate.
- 16) Any future clarification(s) and / or corrigendum(s) shall be communicated by the Coordinator Academic Administration (i/c), RGUKT-AP through the website www.rgukt.in.
- 17) Coordinator Academic Administration (i/c), RGUKT-AP reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Coordinator Academic Administration (i/c), RGUKT-AP in this regard shall be final.

Coordinator Academic Administration (i/c),
RGUKT-AP

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Signature of the tenderer

Mobile Number:

(with seal)

Annexure-1

BIDDER INFORMATION

S.No.	Details	
1	Name of the firm/Company/ Proprietary Concern	
2	Address of registered office	
3	Earnest Deposits money (EMD) Yes/No	
4	EMD Details: Demand Draft No. : Dated: Drawn on Bank: Amount (In Figures): Amount (In Words):	
5	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
6	PAN No. (Attach attested copy)	
7	GST Number (Attach attested copy)	
8	Whether rates are quoted as per format mentioned in the Bidding Document or not. (Yes/No)	
9	Whether rates quoted are exclusive of all taxes or not (Yes/No).	

10	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as taken of acceptance and submit as part of tender document.	
11	Proof of Turnover documents attached as per eligibility criteria such as Copy of Income Tax returns filed, Acknowledgements and audited financial statements for the years 2015 – 16 and 2016 – 17. Incase of 2017 – 18, audited financial statements and form 26 AS. (yes/no)	
12	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies' Headquarters or at Vempalli, that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. –

ANNEXURE – ‘2’

Requirements / Specification & Conditions

S.No	Description
1	<p>A) Temporary water proof, fire retardant German hanger structure with a span of 40 meters width X 160 meters length with top and side covering with PVC fire retardant fabric with a side height of approx.6 meters and the center height of approx.12 meters which withstands the wind speed of 100 Km/hour.</p> <p>i. Entire area should be covered with Green carpet except on walk ways and on stage. ii. Walk ways should be covered with Red carpet which is approx..6000 sq.ft. iii. Should provide D zone steel barricading around the stage with proper fixing arrangements to ground of 5 ft high complete. iv. Sufficient lighting should be provided in the day time for the entire area. v. Special lighting arrangement must be provided at the stage along with lighting truss.</p> <p>B) A new green carpet should be placed on the stage of size 60 feet length x 40 feet width.</p> <p>C) Stage Flower decoration</p> <p>D) Executive chairs on stage - 19Nos</p> <p>E) Podium - 2Nos</p> <p>F) Tower A.C - 4Nos (5 TON)</p> <p>G) Stand fans- 15Nos(Heavy Duty)</p>
2	<p><u>Specifications of Robing and Refresh room for C.M and EC Members:</u></p> <p>Temporary water proof, fire retardant German hanger structure with a span of 15 meters width x 15 meters length with top and side covering with PVC fire retardant fabric with a side height of 4 meters and the center height of 6 meters which withstands the wind speed of 100 Km/hour.</p> <p>i. Internal partition should be made for refresh room ii. Wooden plywood platform of 6 inches height. iii. 4 Ton tower air condition for the required area. iv. Entire area should be covered with a new green carpet.</p>

3	<p><u>Robing room furniture requirement:</u></p> <ol style="list-style-type: none"> 1. Single seated sofa for CM - 2 Nos. 2. Guest of Honors single seat sofa - 3 Nos. 3. 3 seated VVIP Sofas - 6 Nos. 4. Tea poy - 5 Nos. 5. Dressing table - 2 nos. 6. Pantry table - 3 Nos. 7. Chairs for photo shoot - 25 Nos 8. Tower Air conditioner (5 tons) - 2 Nos. 9. Bio toilet - 2 Nos. 10. Robe Hangers (stand type) - 6 Nos.
4	VVIP sofa set – 40Nos (each sofa should seat 3 members)
5	VIP, Staff, media chairs – 900Nos(Chairs with cushion and cloth)
6	Armless PVC chairs - 5000Nos
7	3 meters x 3 meters temporary octonorm exhibition stalls with electrical facility for 50 Number of exhibition stalls. (these stalls should come inside the main structure)
8	Video/Photo/Live & LED Walls-5Nos
9	Lighting arrangements 4 generators (120kva) with diesel
10	Steel Barricading works 5000 rft.
11	Wood Barricading work near helipad 5750 rft.
12	Bio Toilets with western style W.C, urinals and wash basins 4nos

ANNEXURE "3"

FINANCIAL BID

Item. No.	ITEMS WITH SPECIFICATION	QUANTITY	Total Amount (INR) (exclusive all Taxes)
1	4 th Convocation Event Management(Please mention unit cost break-up in Annexure 'A' attached)	As per Annexure 'A' attached	
	Total		

(Signature of Authorised Person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

ANNEXURE "A"

ANNEXURE TO PRICE BID FORM

COST BREAK-UP FOR ITEM NO.1 CONVOCATION VENUE PREPARATION

S.No.	Item Description	Unit	Quantity	Price/Unit (exclusive all Taxes)	Total Amount (INR)(exclusive all Taxes)
1.	Temporary water proof, fire retardant German hanger structure with a span of 40 meters width X 160 meters length with top and side covering with PVC fire retardant fabric with a side height of approx.6 meters and the center height of approx.12 meters which withstands the wind speed of 100 Km/hour. Sufficient lighting should be provided in the day time for the entire structure.	Sq.ft	40 mtrs X 160 mtrs Or Approx. 68,644 Sq.ft		
2.	Lighting Truss for the stage of size 60 feet length X 40 feet width x 20 ft height along with the following lighting arrangements. i. White lamps 400 watts – 20 Nos. ii. Halogen Lamps 1000 watts – 10 Nos. or suitable LED lights to give sufficient lighting for the entire stage.	Nos	20 Nos 10 Nos.		
3	Brand New Green carpet on stage of size 60 feet X 40 feet.	Sq.ft	2400 sq.ft		
4	Green carpet (Used/New) for the entire structure.	Sq.ft	62000 Sq.ft		
5	Red Carpet (Used/New) for the walkway	Sq.ft	6000 Sq.ft		
6	Brand New Red Carpet	Sq.ft	2000 Sq.ft		
7	Entire Stage Flower decoration	Job	1		
8	Executive chairs on stage	Nos	20		
9	Podium	Nos	2		
10	Tower A.C (5 TON)	Nos	10		
11	Pedestal fans heavy duty- 15Nos	Nos	15		
12	Silent Generators 125 KVA with diesel and operator	Nos	2		
13	Steel Barricading: i. Crowd control steel barricades of height 4 ft ii. Should provide D zone steel barricading around the stage with proper fixing arrangements to ground of 5 ft high complete.	Rft.	5000		
14.	Wood Barricading work near helipad	Rft	5750		
15.	3 meters x 3 meters temporary octonorm exhibition stalls with electrical facility for 50 Number of exhibition stalls. (6 amp socket and one tube line.) (these stalls should come inside the main structure)	Nos	50		
16.	Armless PVC chairs	Nos	5000		
17.	VVIP sofa set (each sofa should seat 3 members)	Nos	46		

18.	VIP,Staff,media chairs – (Chairs with cushion and cloth)	Nos	900		
19.	LED – P4 LED wall – 12 ft X 8 ft	Nos.	5		
20.	HD Video camera – 5 D mark – 3 (70 – 100 lens)	Nos	2		
21.	HD camera for photography – 150 Panasonic/Sony/Samsung including coverage	Nos	4		
22.	Media platform 20 ft X 20 ft X 1.5 ft	Each	2		
23.	Entry gate/Welcome gate on wooden/bamboo frame with brand new cloth combination and flower decoration. 3 meters wide X 5 meters height				
24.	<u>Specifications of Robing and Refresh room for C.M and EC Members:</u> Temporary water proof, fire retardant German hanger structure with a span of 15 meters width x 15 meters length with top and side covering with PVC fire retardant fabric with a side height of 4 meters and the center height of 6 meters which withstands the wind speed of 100 Km/hour. i. Internal partition should be made for refresh room ii. Wooden plywood platform of 6 inches height. iii. 4 Ton tower air condition for the required area. iv. Entire area should be covered with a new green carpet.	Sq.ft	2400 Sq.ft		
25.	<u>Robing room furniture requirement:</u>				
	i. Single seated sofa for Chief Minister	Nos	2		
	ii. Guest of Honor single seated sofa	Nos	3		
	iii. Tea Poy	Nos	5		
	iv. Dressing Table	Nos.	2		
	v. Armless executive chairs	Nos	25		
	vi. Robe Hangers (Stand type)	Nos.	6		
	vii. 3 seated VVIP sofas	Nos.	6		
	viii. Pantry table	Nos.	3		
	ix. Chairs for photo shoot	Nos.	25		
	x. Bio toilet	Nos.	2		
26.	Bio Toilets with western style W.C, urinals and wash basins	Nos	6		
	Total (To Be mentioned against cost of Item no. 1 in price bid form)				

(Signature of Authorised Person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

ANNEXURE "4"

AFFIDAVIT

(On Non-Judicial Stamp paper of Rs. 100)

I, _____ Son / Daughter / Wife of
Shri _____ resident of _____ Proprietor/Director
authorized signatory of the agency/Firm (M/s _____), do hereby solemnly
affirm and declare as follows:

1. I am authorised signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Coordinator Academic Administration (i/c), RGUKT-AP immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

(Signature of the Bidder)

Date:

Name:

Place:

Designation

Seal of the Agency

Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

Annexure-‘5’

Technical Check List

S.NO	Particulars	Name of the file uploaded	Page Name
1.	Bid Processing Fee by way of DD from any nationalized Bank		
2.	EMD (DD) from a Nationalized bank		
3.	Bidder Information sheet (Annexure-1)		
4.	Valid Registration certification of the Agency/Firm		
5.	Valid GST Registration certificate		
6.	Valid PAN card		
7.	The bidder should have the minimum average turnover of Rs. 3.Crore during last three years certified by the chartered account. (form 26AS must be submitted)		
8.	Annual returns of previous Three years supported by audited balance sheet (form 26AS must be submitted)		
9.	Document/Papers supporting previous experience minimum for Two years		
10.	List of major customer whom which the similar service executed		
11.	Non Blocking Cetificate (Annexure-4)		
12.	Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm’s stamp at each page of the bid document and all its annexure.		

NOTE: All pages of the bid documents must be serially numbered and signed.

Place & Date: Bidder’s Signature with Seal